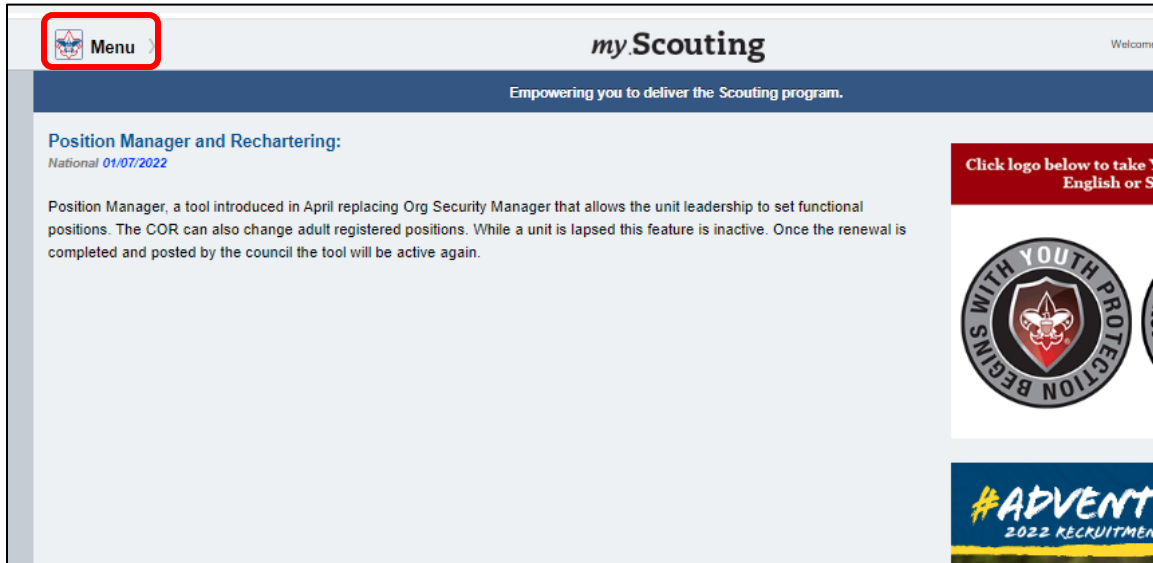


# Hiking Recording

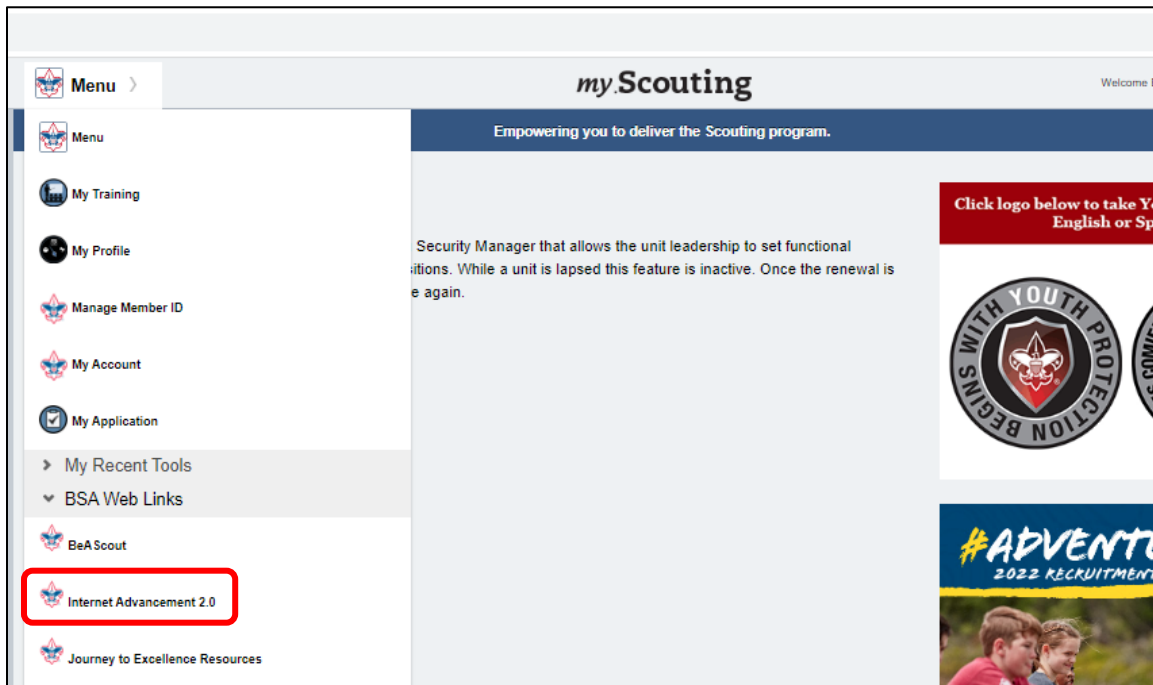
Use can access hike logging from [my.scouting.org](http://my.scouting.org) or Scoutbook.

[my.scouting.org](http://my.scouting.org)

- On the Internet, go to [my.scouting.org](http://my.scouting.org) website and log in
- Click on Menu



- Select Internet Advancement 2.0



**\*\* Go to page 3 \*\***

# Hiking Recording

## Scoutbook

- On the Internet, go to [scoutbook.scouting.org](http://scoutbook.scouting.org) website and log in
- Click on Home, if needed

My Dashboard

Administration

My Account  
Warning, another user is using the same e-mail address. If this is unexpected, contact your local council or post to the Using Scoutbook Forum.

My Merit Badge Counseling

- Quick Entry for MB Counselors
- Edit Merit Badges for MB Counselors
- Print Blue Cards
- Send Message for Counselor
- MB In Progress - MBC View

Internet Advancement

Messages

Events

- Select Internet Advancement

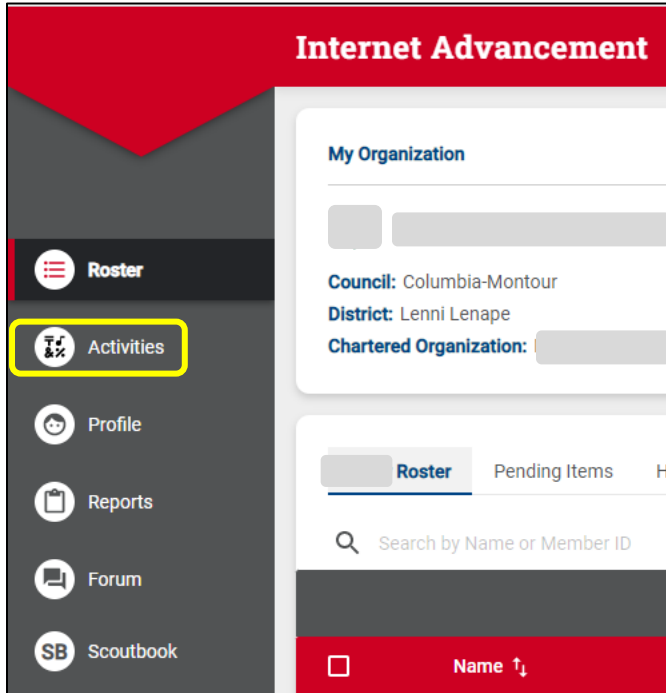
Scoutbook

- My Dashboard
- my.Scouting Home Page
- my.Scouting Dashboard (Training)
- Internet Advancement
- Forums
- Change Log
- Legacy Forums
- Directory
- References
- Help

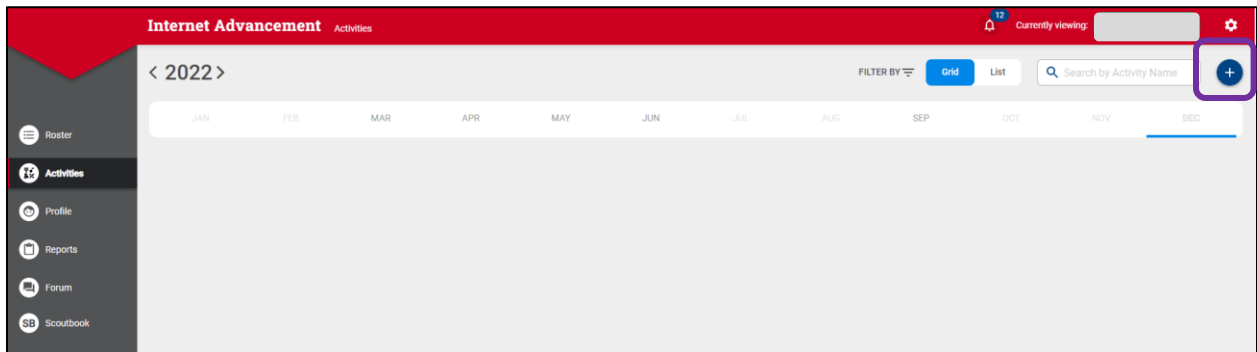
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SCOUTBOOK

# Hiking Recording

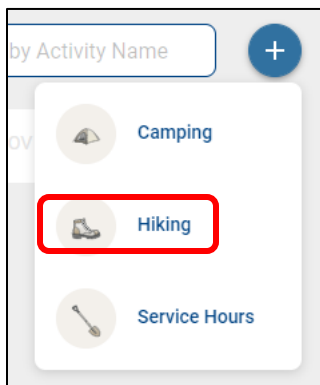
- Click on Activities



- Click the plus (+)



- Select Hiking



# Hiking Recording

- Select the date on the calendar
- Click CREATE NEW ACTIVITY

Record Miles ✕

Hiking Information:

< Oct 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
<b>16</b>	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

TODAY

**+ CREATE NEW ACTIVITY**

ADD PERSON

# Hiking Recording

- Click ADD PERSON

Record Miles ×

0 Total Miles to be Recorded      0 Total Registered Youth and Adults


---


[← Back to Project Selection](#) ADD PERSON


- Click to select youth and adults from the unit that participated in the hike


**ADD PERSON**


**Registered Youth:**  
6 of 6 to be Approved


  ×

  ×


  ×


  ×


  ×


  ×

**Registered Adults:**  
4 of 4 to be Approved

  ×

  ×

  ×

  ×

# Hiking Recording

- Click in Hiking Name and fill out the form
  - Only the fields with asterisks (\*) are required
  - You need to uncheck the All Day Event box to enter times

**Record Miles** ✕

**40 Total Miles to be Recorded**      **10 Total Registered Youth and Adults**

[← Back to Project Selection](#)

**Hiking Information**

Hiking Name \*:

Hiking Starts \*:

Hiking Ends \*:

All Day Event

Start Time \*:

End Time \*:

**Hike Location:**

Location:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

**Hike Details:** 27 of 1500

**ADD PERSON**

**Registered Youth:**

6 of 6 to be Approved

- 
- 
- 
- 
- 
- 

**Registered Adults:**

4 of 4 to be Approved

- 
- 
- 
-

# Hiking Recording

- Under Group, you can log miles for each person in the unit equally by entering the total miles completed

**Group** Individual

Use **GROUP** tab to record the same number of miles for each person

**Youth:**

Miles \*:

Lowest Point:

Highest Point:

**Adult:**

Miles \*:

Lowest Point:

Highest Point:







# Hiking Recording

- Under Individual, you can log miles for each person in the unit separately





Group **Individual**

Use **INDIVIDUAL** tab to record a different number of miles for each person

**Youth:**

		*Miles	*Lowest Point	Highest Point
	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Adults:**

		*Miles	*Lowest Point	Highest Point
	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- Click RECORD AND FINISH

**RECORD AND FINISH**



# Hiking Recording

## Hiking Report

- Click on Reports and select Reports
- Click View on Activity Log Report



- Enter Date Range
- Select All Dates
- Check Hiking Log and Include Adults, if desired
- There are 3 options for the report
  - Run – View report on the screen
  - PDF – Creates a PDF file that can be downloaded and printed
  - CSV – Downloads a file that will open in Excel or Google Sheets

### Scoutbook Activity Log Report

Include Activity Start Dates Between:

Date: 01/01/2022

And: 12/31/2022

Generated On: 12/20/2022 16:57:11

Sort By: BY SCOUT

Date Joined:  All Dates  
 Date Joined Venturing  
 Date Joined Scouts BSA

Service Log  
 Conservation Service Log  
 Camping Log  
 Hiking Log  
 Long Cruise Log  
 Eagle Service Project  
 Include Adults

Run PDF CSV

◆ **NOTE:** You can record and get reports for Service Hours and Camping the same way ◆